

Academic Leadership Compensation Program (ALCP)

Standard Operating Procedures for Principals

Background – In previous years, Human Resources (HR) received most ALCP stipend assignment information through the Position Planning Application in September, with additional assignments submitted later via ALCP contracts. Stipends were paid in equal installments based on the number of remaining pay periods in the school year.

To streamline and improve the process, ALCP assignments are now communicated through a standardized ALCP Submission Form, with finalized contracts completed through HR.

Due to ongoing challenges in obtaining completed contracts from schools, each school is now required to submit the ALCP Initial Submission Form, which HR will use to generate contracts and send them directly to teachers for electronic signature by September 1.

Submitting Information to HR

ALCP assignments will now be communicated through the ALCP Submission Form (a simple spreadsheet). Each school is required to complete and submit the ALCP Initial Submission Form to allow HR to generate contracts. Human Resources will use this information to create contracts, which will be sent directly to teachers for electronic signature.

Payment Approach

Teachers will receive biannual payments. If a role is assigned after the first semester, payment will be made in full at the end of the year. Staying within your allocated budget (Division and Site-based funds) is crucial to our organizational goals. The stipend amounts have been defined to meet these budgetary goals and any overpayments will be deducted from your school budget.

Any deviations from the posted stipend amounts, including over and under-payments, must be approved by HR prior to the contract agreement.

ALCP Submission Form Deadline – ALCP Assignment

Roles should be assigned at the beginning of the school year, and assignment information must be submitted to HR by August 14, 2026.

- **ALCP Initial Submission Form Due:**
August 14, 2026 – Schools must submit this form for contract generation.
- **Contract Signatures Begin:**
September 1, 2026 – Contracts will be sent to teachers for electronic signature.
- **Contract Signature Deadline:**
September 14, 2026 – All teacher signatures must be completed.
- **ALCP Validation Form Due:**
January 29, 2027 – Schools must verify that all submission information is accurate.
- **ALCP 2nd Submission Form Due (If there are changes):**
May 31, 2027 – Submit only if there are updates or additional assignments.

Payment Schedule - Employees must be actively employed at the time of payment to receive stipend disbursements.

- **1st Semester Payment – February 26, 2027**
- **2nd Semester Payment – June 18, 2027**

Late Additions

Submit a revised ALCP SubmissionForm highlighting the addition(s).

- Assignments received after the 1st-semester deadline will be paid at the end of the school year in full.

Changes to Assignments

- Submit a revised ALCP Submission Form highlighting the change(s).
- If the stipend amount is **raised**, the difference will be added to the final payment in June.
- If the stipend amount is **lowered**,
 - Difference in paying **less than or equal to** the final payment:
 - The final payment will be adjusted or canceled.
 - Difference in pay **exceeds** final payment:
 - Overpayment will be deducted from subsequent paychecks based on the error amount.
 - The final payment will be canceled.